

## eSMR User Group Meeting Minutes

**Date:** January 23, 2008  
**Time:** 10am-11am  
**Room:** Teleconference (SWRCB Staff Only – OIT Quiet Room)  
**Teleconferencing Number:** 916-262-2271  
**WebEx Session Name:** eSMR User Group  
**WebEx Password:** water24  
**WebEx URL:** <http://waterboards.webex.com/waterboards>

Item	Description	Purpose	Notes
1	Meeting Items	<ul style="list-style-type: none"> <li>▪ Introductions</li> <li>▪ Approve past minutes</li> <li>▪ Review agenda</li> <li>▪ Past Action Items</li> </ul>	Akin nominated Kay Yamamoto and Dan Pierce to fill-in for Dan Jackson on the CIWQS Steering Committee.
2	Level 2 Mock-up Screens	<ul style="list-style-type: none"> <li>▪ Confirm Level 2 screen changes needed for dischargers</li> <li>▪ Confirm screen locations</li> </ul>	<p>Discussed eSMR_report_levels.xls document and documented which screens will require changes/adds for Level 2 Development effort.</p> <p><u>Violation Entry screen</u>            -add basis field            -remove category</p> <p><u>Data Summary screen</u>            -analytical method next to parameter            -sort column headings            -remove some tabs            -keep sample time/date</p>
3	Transition from current system	<ul style="list-style-type: none"> <li>▪ Solicit suggestions</li> </ul>	<ol style="list-style-type: none"> <li>1. cold-turkey cutover (no more current functionality)</li> <li>2. keep current system for a limited time</li> <li>3. keep both systems running in parallel</li> </ol> <p>These suggestions will be further discussed in the next meeting.</p>
4	Level 2 Development Schedule	<ul style="list-style-type: none"> <li>▪ Review development effort to provide Level 2 functionality</li> </ul>	Reviewed project schedule, eSMR_sched_080122.pdf.
5	Summary	<ul style="list-style-type: none"> <li>▪ Summarize eSMR process and requirements gathered during meeting</li> <li>▪ New action items</li> </ul>	"Level" process approved.

**Action Items:**

Item #	Who	Action Item	Status/Notes
1	Darrin/Russ	Coding Process	Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format. Possibly break up into interim and long-term policy.
2	Don/All	DDLs	Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid.
3	Hoang/Francisco Don/Rassam	Level 2 Design Draft	Mock-up screens creation. At conclusion of requirements gathering complete mock-up screens will be created.
4	Ron/Don	Discharger Submission	Review Mantis issues related to "discharger screen", "error check", and "CDF Tool".
5	Don	Accelerated Monitoring	New. Discuss with Russ/Susan/Dan (1) interpretation, (2) how to handle, (3) develop a use case testing scenario to ensure system accommodates requirements.
6	Ron	Level 3 Process Flow	Develop level 3 process flow document.
7	Ron	Level 2 Requirements Document	Finalize level 2 requirements document.
8	Ron	Alpha/Beta Testing	New. Coordinate alpha and beta testing groups.